

OFFICE OF TRAINING BULLETIN

NUMBER 19

OCTOBER 1956



JOB NO. 28-03921A
BOX NO. 2
FOLDER NO. 9
TOTAL DOCS HEREIN 1

TABLE OF CONTENTS

MARHABA!

By a Scientific Linguist, Language and Area School . 1

INTERPRETATION OF REGULATION [REDACTED] . . . 4

FOREIGN LANGUAGE DEVELOPMENT AND
AWARDS PROGRAMS 7

By the Chief, Language and Area School

REGISTRAR'S REMINDERS 9

NEWS 15

COURSES, ACTIVITIES, AND PROGRAMS 17

OTR AND AGENCY TRAINING OFFICER DIRECTORIES . 23

DOC	<u>1</u>	REV DATE	<u>11 04 80</u>	BY	<u>h1899 E</u>
ORIG COMP	<u>11</u>	OPI	<u>11</u>	TYPE	<u>30</u>
ORIG CLASS	<u>S</u>	PAGES	<u>30</u>	REV CLASS	<u>0</u>
JUST	<u>22</u>	NEXT REV	<u>2010</u>	AUTH	HR 70-2

25X1A

CONFIDENTIAL

C
L
A
N
D
E
S
T
I
N
E

S
E
R
V
I
C
E
S

E
D
I
T
I
O
N

~~SECRET~~
MARHABA!

25X1A9a

(By [REDACTED] Scientific Linguist,
Language and Area School)

If someone came up to you on the street and said "Marhaba, kiif haalak?" the chances are you wouldn't know whether it was Arabic, Eskimo, or Martian. And who could blame you for not knowing? Americans, when they study foreign languages at all, generally study French or German or Spanish, and there's nothing wrong with that. But since the Second World War we have come to realize more and more the need for a widespread knowledge of other languages as well--languages of peoples who are now coming to play a more and more important role in today's world. We don't need speakers of Martian--yet--but we certainly need speakers of languages like Arabic. No one who reads the papers these days can possibly doubt the influence and importance of the Arab world. In the past few weeks we have seen conferences called, troops moved, navies redeployed--in fact we have seen the whole world thrown into a state of serious fear of war--because of an event in one Arab country. And when we consider that there is not just one Arab country but many, and that these countries extend over millions of square miles of some of the richest and strategically most important regions in the world, then we are forced to begin thinking of Arabs as something more than characters out of Arabian Nights. They are very real people. They are Egyptians and Syrians and Moroccans and Saudi Arabians and Lebanese, and others, over fifty million of them. And they all speak Arabic. For all these people, "Marhaba, kiif haalak?"--or something much like it--is an ordinary greeting to a friend, and means "Hello, how are you?".

I have just said that all fifty million Arabs speak Arabic. It would be more accurate to say that they all speak some form of Arabic. The fact is that some of these forms of Arabic, or dialects, differ fairly widely from each other. A farmer from Morocco, for example, and a farmer from a village in Iraq, if they ever got together, would be able to understand each other only with great difficulty, if at all. Their pronunciation of certain words would be quite different; here and there, they would use altogether different words for the same thing, and now and then, each would use whole phrases peculiar to his own region but unknown to the other. Nevertheless, each one would think of himself as speaking "Arabic," and each would be right, as far as that goes. The distant ancestors of both probably did not live so far apart, and certainly would have had no trouble understanding each other. But as the Arab peoples spread out and migrated, the language they spoke changed in different ways in different places, and finally developed into the various dialects heard today. There are six or seven principal colloquial dialects, each with a good deal of variation within itself. Every Arab, whether it is our farmer in Morocco or a university professor in Cairo or Beirut, learned one of these dialects when he was a small child, just as we learn English, and speaks it as his normal everyday means of communication with his fellow-citizens.

~~SECRET~~

If you have decided that you want to learn to speak "Arabic"--to speak, not read and write--then the first thing to do is decide which dialect you want to learn. If you know that you are going to visit or be concerned with a particular region, then of course you should learn the dialect of that region. But perhaps you are interested in the Arab area as a whole, or do not yet know exactly where your main interest will be. In that case, the best choice is one of the more central dialects, say Palestinian or Lebanese Arabic. If, knowing one of these dialects well, you travel in any direction from that region, you will of course find greater and greater differences the farther you go, but in general you will be able to make yourself understood anywhere. Then, if you should want to learn a second dialect, you would find that you could do so in a relatively short time because of your knowledge of the first. After all, a basic similarity is present in all the dialects, and not all of them are as different from each other as Moroccan and Iraqi.

Besides these geographical dialects, there is another kind of Arabic. It is spoken in every part of the Arab world, everywhere in exactly the same way, but relatively few people can speak it, and they do so only at certain times and places. This is the Arabic variously called "classical," "written," "literary," and "standard." (All these terms are appropriate in part, but no one of them tells the whole story. I will use "classical" here, as it is probably the most widely used of the four.) Classical Arabic, first of all, is the language of religion. It is the language of the Koran, the holy book of the Moslems. And along with this it is the language of education, which children are taught in schools, and in which all formal education is conducted. No one learns this language naturally as his mother-tongue. A thorough knowledge of its grammar is acquired only after years of study; only well educated people can speak it. This is the Arabic which is heard in the mosques, in schools, from the lecture platforms at universities, on the radio, in formal speeches, and in general wherever gravity and dignity are called for. And most important of all, it is the Arabic in which everything is written. Books, newspapers, pamphlets, announcements--if anything is written in Arabic at all, it is almost invariably written in Classical.

In the terms of linguistic science, Classical is another dialect of Arabic, the only difference being that whereas the colloquial dialects are distributed geographically, Classical is distributed educationally and situationally. But the Arabs themselves do not generally think of Classical Arabic as just another dialect. They think of it as the only real Arabic, and of what they speak at home as just a corruption of this pure tongue. This is a misconception, of course--and a kind of misconception by no means limited to Arabs: any language spoken naturally by a group of people is "real"; languages do not become corrupted, they merely change; and no language is pure unless you take last Tuesday as your standard. Nevertheless, it is certainly a fact that the feeling the Arab has for "his" language (which to him means Classical, whether he is educated or not) is something very special, very strong, and very solid. He feels the language itself to

~~SECRET~~

~~SECRET~~ CONFIDENTIAL

be almost holy because of the holy writings it preserves; and more and more today he feels the language to be a political factor serving to unify all Arabs across national boundaries.

Prospective students always ask whether Arabic is hard, and the answer I usually give is "Well, yes, and no." Hard to learn to speak one of the colloquial dialects? Well, harder than Spanish, yes, but not as hard as Navajo. Hard to learn to read Classical? Well, yes, fairly hard, but by no means impossible. And as a matter of fact often fun, if you like puzzles. Looking up words in the dictionary is very often a puzzle in itself, even after you have learned the Arabic alphabet. Let me give an example. Here are three words:

yaktubu	"he writes"
maktabun	"office"
kitaabun	"book"

These words will all be found in the dictionary under "k," and nowhere else. They are found there because they all belong to a group of words having in common the sounds k-t-b in that order, regardless of other consonant sounds at the beginning or end and regardless of vowels anywhere. Vowel letters themselves are no help anywhere, because in written Arabic they often don't appear at all, so that for the first two words in the above list all you would see written would be yktb and mktb. But don't be discouraged. There is a system to it all, and a system that takes only a very short while to get used to. And when you learn that the word ittifaagun is to be found under "w," you can consider yourself over the hump.

We need people with a knowledge of Arabic. There are too few Americans who have it, and the usefulness of it is becoming more apparent almost by the hour. As is the case with any language, even a little knowledge will make a visit or an assignment many times more rewarding, both personally and professionally. This is particularly true in Arabic countries, where the people are so proud of their language, and so very glad to hear foreigners speaking it. It will make all the difference if, when you are walking down a street and someone says "Marhaba, kif haalak?", you can answer easily in the old formula, "Mabsut, alhamdu lillaah!"—"I'm well, praise God!"

~~SECRET~~ CONFIDENTIAL

~~CONFIDENTIAL~~

INTERPRETATION OF REGULATION NO. [REDACTED]
"HEADQUARTERS PARTICIPATION IN TRAINING"

25X1A

25X1A

A number of questions have arisen regarding the interpretation of CIA Regulation [REDACTED] "Headquarters Participation in Training," dated 18 July 1956. Subject to change by higher authority the Office of Training intends to adjudicate these questions on the basis set forth below:

QUESTION A: Should components report only training conducted during duty hours?

ANSWER : Yes, however, OTR will credit officially sponsored external training conducted by non-Agency training activities during evening hours.

QUESTION B: May participation in military reserve training be counted?

ANSWER : No. Such training is not creditable.

QUESTION C: May external on-the-job training arranged by the component concerned without cost to the Agency and without formalization as an official training activity be reported?

ANSWER : No. Such training must be approved by OTR.

QUESTION D: May attendance at professional conventions such as the American Association of Manufacturers or the American Society of Psychologists, etc., be reported?

ANSWER : No. Attendance at these conferences is not considered to be training.

QUESTION E: May travel time expended in connection with going to and from training programs be reported?

ANSWER : No.

QUESTION F: May time spent in a university course arranged at personal expense be reported?

ANSWER : No. Such training is not approved by OTR for purposes of this regulation.

~~CONFIDENTIAL~~

QUESTION G: May time spent in area familiarization programs be counted?

ANSWER : Yes, if the area familiarization program has official approval.

QUESTION H: May time spent in research, when such is a required part of an approved academic program or when research is a total activity approved by OTR, be reported?

ANSWER : Yes, when such activities are consistent with the intent of this regulation.

QUESTION I: When an employee takes leave without pay to participate in a formal academic program, such as graduate study, may such training be reported?

ANSWER : No, since the individual is not counted as part of the headquarters on-duty staff while in a leave-without-pay status.

QUESTION J: May annual leave and sick leave be considered in determining the 5% of total man-hours to be reported by Agency components?

ANSWER : No. Computation of annual and sick leave in connection with the monthly status reports for each component would be an unmanageable problem, and personnel on annual or sick leave are part of the on-duty headquarters strength of the Agency.

QUESTION K: Several Agency components engaged in planning for the training of their personnel have noted that the OTR Catalog indicates a requirement for laboratory or other non-classroom preparatory work in connection with part-time language training and have raised the question as to how to compute the creditable hours for such instruction.

ANSWER : OTR has developed the following formula for use in determining creditable hours:

For each classroom hour in a part-time language course given by the Language and Area School, 1 1/2 additional hours will be credited representing laboratory or other non-classroom preparatory work: total, 2 1/2 creditable hours. This formula applies up to a maximum total of 40 creditable hours in any one week, and pertains only to part-time language-internal courses scheduled by the Language and Area School as listed in the OTR Catalog or announced in OTR Bulletins. The Office of Training will apply this formula in reporting creditable hours.

S-E-C-R-E-T

EXAMPLE:

The first part-time language course listed in the OTR Catalog is:

ELEMENTARY SPOKEN (PHASE I)

DURATION Ten weeks; five two-hour classes per week

Applying the "1 1/2 hour" formula to DURATION:

5 x 2 equals 10 classroom hours per week
10 x 1 1/2 equals 15 non-classroom hours per week

25 total creditable hours per week will be reported by OTR.

QUESTION L: How does OTR compute training hours for training other than part-time language training?

- ANSWER : (1) Full- or part-time OTR courses — hours credited are shown in the OTR Catalog description under the title, "Duration."
- (2) Full-time officially sponsored external training — eight hours are credited for each government work-day in which the trainee is absent from headquarters in a training status.
- (3) Part-time officially sponsored external training — the hours credited are those specified in the catalog of the institution concerned. Lacking this specification, the hours credited are those actually spent in formal training.
- (4) Officially sponsored correspondence courses — are credited according to the number of hours specified in the catalog of the institution.

QUESTION M: How is the training received by in-casuals, JOT's and persons in transition from one office to another credited?

ANSWER : Training hours generally are credited to the component which enrolls the individual.

S-E-C-R-E-T

S-E-C-R-E-T

FOREIGN LANGUAGE DEVELOPMENT PROGRAM

AND

FOREIGN LANGUAGE DEVELOPMENT AWARDS

(By Chief, Language and Area School, Office of Training)

The Director of Central Intelligence, in January, directed that a plan be designed to provide Agency employees with the incentive to learn foreign languages. Accordingly, a committee consisting of representatives from all major components developed a plan that was submitted to, and approved by, the CIA Career Council in February, and adopted by the DCI in March.

The plan is to be implemented by two CIA Regulations entitled Foreign Language Development Program (CIA Regulation No. [REDACTED]) and Foreign Language Development Awards (CIA Regulation No. [REDACTED]) which are presently being coordinated by the Regulations Control Staff. Essential provisions of the plan as proposed by the committee are:

25X1A

25X1A

- a. The language requirements of all staff positions will be identified and, as rapidly as is reasonable and feasible, all employees occupying, or designated to occupy, those positions will be scheduled for training to develop the required type and degree of fluency.
- b. All career staff employees who acquire and maintain certain defined types and levels of language competence during employment by the Agency may qualify periodically, by test, for cash awards. The awards available in any single language vary from a single award of \$50 to a maximum of \$1,200 plus recurring annual awards of \$400.
- c. A Language Specialists Program is created to permit selection, from throughout the Agency, of a small number of unusually qualified employees for special training as Language-and-Area Officers. Emphasis in this program will be given to those languages which are unusual, difficult, and in short supply.
- d. A Language Proficiency Testing Program will provide the basis for determining:
 1. Qualifications for awards.
 2. Potential for engaging in successful language study.
 3. Satisfactory possession of language requirements required for designated Agency positions.
 4. Types of training most suitable for persons possessing varying degrees of language competence.

S-E-C-R-E-T

S-E-C-R-E-T

- e. A Language Resources Roster of Agency personnel will be established and maintained. The roster will list all staff employees possessing any language competence, and evaluations of competence as determined by standard proficiency tests.

The Foreign Language Development Plan derives from the concept that the Quality of intelligence collection, evaluation, analysis, and production frequently depends upon the linguistic ability of employees engaged in these activities.

Two principal objectives of the plan are:

- a. To increase the active participation in language training programs.
- b. To develop Agency language resources which may be needed in the future.

Keynote of the awards program is recognition of effort. Awards will not be given for initial possession of language competence, but only in recognition of effort expended to acquire and to maintain proficiency. Amounts of awards will be determined according to estimates of the comparative effort required in attaining and maintaining differing types and levels of foreign language proficiency. Standards of performance to qualify for awards will be relatively high. These standards, however, are not unreasonable. A person who satisfactorily completes a conventional, full-time basic intensive language course as given by one of the several Government language schools or by OTR, for example, should be able to qualify for the program. One might expect to qualify in Russian, for example, after completing the Agency's eleven-month basic Russian course.

The plan provides all Agency employees the opportunity:

- a. To take advantage of established, formal language courses offered by the Agency, and
- b. To apply for selection, on a basis of merit and competition, for intensive specialized training as Language-and-Area Officers.

Formal announcement of these programs will be made during the autumn when CIA Regulations No. [REDACTED] and No. [REDACTED] are issued. Simultaneously, there will be issued an Agency Notice setting forth details on procedures, schedule of awards, dates for testing, and other explanatory information.

25X1A

25X1A

S-E-C-R-E-T

S-E-C-R-E-T

REGISTRAR'S REMINDERS

For information regarding courses and registration procedure, read your OTR CATALOG OF COURSES and the OTR Bulletin, and consult your Training Officer. To register in a course, secure the approval and sponsorship of your supervisor. OTR registration deadline and course dates are as follows: Please check with your Training Officer regarding his special deadline dates for submission of applications within your component.

<u>COURSE TITLE</u>	<u>OTR CATALOG COURSE NUMBER</u>	<u>REGISTRAR'S DEADLINE</u>	<u>COURSE DATES</u>
Basic Management (GS-12 to 14) (GS-13 to 15)	B-8	1 Oct 29 Oct	8 Oct - 19 Oct 5 Nov - 19 Nov
Clerical Refresher Program	B-12 to 19	8 Oct 12 Nov	15 Oct - 9 Nov 19 Nov - 14 Dec

Pre-testing for the Clerical Refresher Program is scheduled for 11 October (for the course beginning on 15 October) and 15 November (for the course beginning on 19 November) in Room 2300, Wing C, Alcott Hall as follows:

0900 - 1000	Typing
1000 - 1100	Shorthand
1100 - 1200	English Usage

Reading Improvement	I-7	8 Oct	15 Oct - 30 Nov
Intelligence Orientation	B-3	22 Oct	29 Oct - 23 Nov
Introduction to Intelligence			29 Oct - 9 Nov
Introduction to Communism			12 Nov - 23 Nov
Administrative Procedures	B-4	1 Oct	8 Oct - 26 Oct

S-E-C-R-E-T

S-E-C-R-E-T

<u>COURSE TITLE</u>	<u>OTR CATALOG COURSE NUMBER</u>	<u>REGISTRAR'S DEADLINE</u>	<u>COURSE DATES</u>
Operations Support	B-5	22 Oct	29 Oct - 30 Nov
Basic Supervision (GS-5 to 7) (GS-9 to 11)	B-7	15 Oct 19 Nov	22 Oct - 2 Nov 26 Nov - 7 Dec
Instructional Techniques	B-20	5 Nov	12 Nov - 16 Nov
Conference Leadership	I-3	15 Oct	22 Oct - 28 Nov
Writing Workshop	I-6	22 Oct	29 Oct - 22 Nov
Americans Abroad		8 Oct	22 Oct - 26 Oct
Persian (Full-time)		1 Oct	12 Nov - 26 Apr
Russian, Advanced (Full-time)		26 Nov	7 Jan - 5 Apr
Chinese, Elementary Spoken (Part-time) 8:30-12:30, Daily		22 Oct	5 Nov - 14 June
("O" and "T" course titles are listed only in <u>OTR CATALOG 100-1</u>)			
	O-13	1 Oct	8 Oct - 26 Oct
	O-4	8 Oct	15 Oct - 2 Nov
	O-1	15 Oct	29 Oct - 1 Mar
	O-8	15 Oct	22 Oct - 9 Nov
	O-15	22 Oct	29 Oct - 16 Nov
Information & Reporting, R&R	O-24	5 Nov	12 Nov - 30 Nov
	T-4		22 Oct - 23 Oct 26 Nov - 27 Nov
	T-5		24 Oct - 26 Oct 28 Nov - 30 Nov

S-E-C-R-E-T

<u>COURSE TITLE</u>	<u>OTR CATALOG COURSE NUMBER</u>	<u>REGISTRAR'S DEADLINE</u>	<u>COURSE DATES</u>
("O" and "T" course titles are listed only in <u>OTR</u> <u>CATALOG 100-1</u>)			
	T-6		5 Nov - 16 Nov
	T-9		23 October
	T-11		15 Oct - 19 Oct 29 Oct - 2 Nov 12 Nov - 16 Nov 26 Nov - 30 Nov
	T-12		5 Nov - 30 Nov
	T-18		15 Oct - 2 Nov 19 Nov - 7 Dec

FOREIGN LANGUAGE PROFICIENCY TESTS

In your OTR Bulletin No. 16, July issue, these tests are described in detail in the item TESTING SERVICES. Call extension 3275, at least one week prior to the test date, to arrange an appointment.

Greek	10 October	Rumanian	7 November
Russian	17 October	Spanish	14 November
Hungarian	24 October	French	21 November
Polish	31 October	Serbo-Croatian	28 November

S-E-C-R-E-T

S-E-C-R-E-T

INTELLIGENCE SCHOOL LONG-TERM SCHEDULEMake these revisions on the Long-Term Schedule of your current CTR Catalog

<u>COURSE TITLE</u>	<u>OTR CATALOG COURSE NUMBER</u>	<u>REGISTRAR'S DEADLINE</u>	<u>COURSE DATES</u>
Intelligence Orientation (formerly Basic Orientation)	B-3	22 Oct (DD/I-DD/S) 19 Nov (DD/P-DD/S) 31 Dec (DD/I-DD/S) 28 Jan (DD/P-DD/S) 25 Feb (DD/I-DD/S) 25 Mar (DD/P-DD/S) 22 Apr (DD/I-DD/S) 20 May (DD/P-DD/S) 17 June (DD/I-DD/S)	29 Oct - 23 Nov 26 Nov - 21 Dec 7 Jan - 1 Feb 4 Feb - 1 Mar 4 Mar - 29 Mar 1 Apr - 26 Apr 29 Apr - 24 May 27 May - 21 June 24 June - 19 July
Administrative Procedures	E-4	26 Nov 4 Feb 1 Apr 27 May 22 July	3 Dec - 21 Dec 11 Feb - 1 Mar 8 Apr - 26 Apr 3 June - 21 June 29 July - 16 Aug
Operations Support	B-5	22 Oct 31 Dec 25 Feb 22 Apr 17 June	29 Oct - 30 Nov 7 Jan - 8 Feb 4 Mar - 5 Apr 29 Apr - 31 May 24 June - 26 July
Basic Supervision	B-7	15 Oct (GS-5-7) 19 Nov (GS-9-11) 31 Dec (GS-12-14) 28 Jan (GS-9-11) 4 Mar (GS-5-7) 1 Apr (GS-9-11) 29 Apr (GS-12-14) 27 May (GS-9-11)	22 Oct - 2 Nov 26 Nov - 7 Dec 7 Jan - 18 Jan 4 Feb - 15 Feb 11 Mar - 22 Mar 8 Apr - 19 Apr 6 May - 17 May 3 June - 14 June

S-E-C-R-E-T

S-E-C-R-E-T

<u>COURSE TITLE</u>	<u>OTR CATALOG COURSE NUMBER</u>	<u>REGISTRAR'S DEADLINE</u>	<u>COURSE DATES</u>
Basic Management	B-8	29 Oct (GS-13-15)	5 Nov - 19 Nov
		3 Dec (GS-11-13)	10 Dec - 21 Dec
		14 Jan (GS-12-14)	21 Jan - 1 Feb
		18 Feb (GS-13-15)	25 Feb - 8 Mar
		18 Mar (GS-11-13)	25 Mar - 5 Apr
		15 Apr (GS-12-14)	22 Apr - 3 May
		6 May (GS-13-15)	13 May - 24 May
		10 June (GS-11-13)	17 June - 28 June
Clerical Refresher Program	B-12 to B-19	8 Oct	15 Oct - 9 Nov
		12 Nov	19 Nov - 14 Dec
		31 Dec	7 Jan - 1 Feb
		4 Feb	11 Feb - 8 Mar
		11 Mar	18 Mar - 12 Apr
		15 Apr	22 Apr - 17 May
		20 May	27 May - 21 June
Instructional Techniques	B-20	5 Nov	12 Nov - 16 Nov
		14 Jan	21 Jan - 25 Jan
		11 Mar	18 Mar - 22 Mar
		13 May	20 May - 24 May
		17 June	24 June - 28 June
Effective Writing	B-21	17 Sep	24 Sep - 30 Nov
		31 Dec	7 Jan - 15 Mar
		30 Apr	6 May - 12 July
Dependent's Briefing	B-23	29 Oct	5 Nov - 6 Nov
		26 Nov	3 Dec - 4 Dec
		28 Jan	4 Feb - 5 Feb
		25 Feb	4 Mar - 5 Mar
		25 Mar	1 Apr - 2 Apr
		29 Apr	6 May - 7 May
		27 May	3 June - 4 June
Intelligence Techniques (formerly Intelligence Principles and Methods)	I-1	31 Dec	7 Jan - 1 Feb
		25 Mar	1 Apr - 26 Apr
		15 July	22 July - 16 Aug
Effective Speaking	I-5	26 Nov	3 Dec - 23 Jan
		4 Mar	11 Mar - 17 Apr
Writing Workshop (formerly Intelligence Writing)	I-6	22 Oct	29 Oct - 22 Nov
		26 Dec	2 Jan - 24 Jan
		18 Feb	25 Feb - 21 Mar
		15 Apr	22 Apr - 16 May
		11 June	18 June - 11 July

S-E-C-R-E-T

S-E-C-R-E-T

<u>COURSE TITLE</u>	<u>OTR CATALOG COURSE NUMBER</u>	<u>REGISTRAR'S DEADLINE</u>	<u>COURSE DATES</u>
Reading Improvement	I-7	8 Oct 3 Dec 4 Feb 8 Feb 10 June	15 Oct - 30 Nov 10 Dec - 1 Feb 11 Feb - 29 Mar 15 Apr - 31 May 17 June- 2 Aug
OO/C Refresher	I-11	11 Feb 3 June	18 Feb - 28 Feb 10 June- 19 June

S-E-C-R-E-T

25X1A

Approved For Release 2001/03/30 : CIA-RDP78-03921A000200090001-6

Next 1 Page(s) In Document Exempt

Approved For Release 2001/03/30 : CIA-RDP78-03921A000200090001-6

S-E-C-R-E-T

NEWS

DON'T BURY THAT TALENT!

Three and one-half years ago, the Office of Training was assigned the responsibility of producing motion picture films to supplement Agency instructional programs. During that time, several films have been completed, among which were two, full-length features on clandestine training. Presently, OTR is doing a series of seven films on another specialized field of instruction.

Every film requires the same production mix -- script, direction, photography, sound, editing --- and a cast. In The production of our training films, one person is responsible for scripting; there's a director, the camera crew and an editor. In some cases it is necessary to contract for some of the production work. But not so the cast. Roles must be portrayed by employees of the Agency. These roles may vary from that of the principal who is required to memorize extensive lines and stay "on camera" for a considerable length of time to that of a "walk-thru" who does just that - "camera right" to camera left." One actor may have to absent himself from his office for several days; another, only several hours. He may be asked to accept TDY to a location site for a period of a week or more.

Experience? None is necessary. For those who have done work on stage or on camera the way will be easier. However, for those without experience, don't let that be a

deterrent. All you need is the willingness. Think about it. It could be just one other role you can play in helping the Agency discharge its mission. You will find it is work but it can be fun, too. We would be happy to have you tell us of your interest. Won't you do just that by calling [REDACTED], extension 8333 or 8334?

25X1A9a
25X1A9a

NEW ADDRESS FOR REGISTRAR'S OFFICE

The Registrar's Office is now located in Room 1110, Alcott Hall. [REDACTED] is Acting Registrar pending a replacement for Miss [REDACTED]

25X1A9a
25X1A9a

The new telephone extension for the Registrar's office is 8272.

RECENT MOVES WITHIN THE INTELLIGENCE SCHOOL

The Writing Workshop course is now being given in Room 2027, R & S Building. [REDACTED] Chief Instructor, may be reached on extension 3343.

25X1A9a

The Management Training staff has moved from Alcott Hall to Rooms 2013 and 2015, R & S Building. Dr. [REDACTED] may be reached on extension 2761.

25X1A9a

NEW CHIEF FOR ORIENTATION & BRIEFING

[REDACTED] is now Chief, Orientation and Briefing, Intelligence School, vice [REDACTED] can be reached on extension 754.

25X1A9a
25X1A9a
25X1A9a

S-E-C-R-E-T

S-E-C-R-E-T

JAPANESE FILMS

Full length Japanese films will be presented every other Tuesday from October through January, from 1100 to 1300 hours in Room E 23, Building #14. In October, films are scheduled for the 2nd, the 16th and the 30th. Anyone interested is invited to attend.

OTR BIBLIOGRAPHIES AVAILABLE TO YOU

Copies of the following specially prepared bibliographies are availa-

ble and may be requested through your Training Officer, or by calling [REDACTED] on extension 3096.

25X1A9a

India, Pakistan, Afghanistan, Nepal, and Ceylon - A Selected Bibliography, TR RM No. O-527, 76 pages, Unclassified, September 1956; Regional Survey: Soviet Bloc - A Selected Bibliography, TR RM No. O-528, 13 pages, Unclassified, September 1956; Northeast Asia - A Selected Reading List, 6 pages, Unclassified, July 1956.

NEW SCHEDULE FOR AGENCY SHORTHAND AND
TYPEWRITING TESTING FOR OCTOBER AND NOVEMBER

Agency shorthand and typewriting tests to employees already on Agency assignments will be given during October and November as follows:

Typing 1315
Shorthand 1400

These tests are given every other Tuesday in Room 2300, Alcott Hall, second floor, Wing C. Testing dates for October and November are:

9 October
23 October
6 November
20 November

Employees who are interested in being tested should get in touch with their personnel placement officer. He will arrange for test registration.

S-E-C-R-E-T

S-E-C-R-E-T

Courses, Activities, and Programs

NOONTIME MOVIE PROGRAM

You are invited to attend the various foreign language and English films to be shown in Room 1016, R&S Building, at 1200 hours on the following days. Films of both entertainment and factual types are included. If you enjoy foreign films, desire to improve your language proficiency, or seek additional "area" knowledge, you will find these programs interesting and beneficial. Occasionally if it is impossible to secure a scheduled film, a substitution will be made. For further information, please call [REDACTED] extension 2381.

25X1A

2 October Tuesday	Russian area film: "New Czechoslovakia" C6171 (75 min.)
3 October Wednesday	Russian feature film: "Alexander Nevsky" C6235 (80 min.)
4 October Thursday	Area films on Poland and Albania: "West Beskids" G6668 (14 min.); "Krakow-Jura Mountains" G7137, German track (16 min.); and "New Albania" E6335, Russian and Albanian track (17 Min.). (Total: 47 min.)
8 October Monday	English area film: "This is Russia" (Air Force Film tracing development of present-day USSR) (64 min.)
9 October Tuesday	French short subjects: "Shoemaker and Hatter" D6074 (15 min.); "Jungle That Was" D6071 (23 min.); and "Tour of Paris" D7410 (18 min.). (Total: 56 min.)
10 October Wednesday	Russian Newsreels (4) (60 min.)
11 October Thursday	English film: "Communist Blueprint for Conquest" J6120 (Strategic Intelligence School film showing Communist pattern of taking over the Satellites) (30 min.)
16 October Tuesday	Polish shorts: "How a Cooperative Operates" E6030 (11 min.); and "Documentary on Warsaw" E6026 (69 min.). (Total: 80 min.)
17 October Wednesday	Russian feature: "Peter the Great" A3213 (90 min.)

S-E-C-R-E-T

S-E-C-R-E-T

18 October Thursday	German shorts: Two anti-American films "Shadows Over the World" H7100 (18 min.); "Ami Go Home" H7096 (18 min.); and "Newsreel" C6401 (14 min.). (Total: 50 min.)
22 October Monday	Russian area films, English track: "Finnish-Karelian SSR" C6389 (11 min.); "The Urals" C6281 (18 min.); and "Along the Roads of RSFSR, Byelorussia, Ukraine" G6128 (22 min.) (Total: 51 min.)
23 October Tuesday	Silent films taken by air attaches: "Motor Trip Through Poland" C7305 (38 min.); and "Motor Trip Through Czechoslovakia" H6679 (10 min.). (Total: 48 min.)
24 October Wednesday	Russian Newsreels (4) (60 min.)
25 October Thursday	Spanish shorts: "Land of Mexico" B7491 (11 min.); "Bull Fight" B7474 (8 min.); "Peoples of Canada" B7498 (20 min.); and "Girl Scouts" D6180 (21 min.). (Total: 60 min.)
29 October Monday	Russian language area film: "Soviet Moldavia" E6230 (57 min.)
30 October Tuesday	English commercial film: "The Prisoner" (Shows Communist method of brainwashing and interrogation, apparently refers to Cardinal Mindszenty's trial) (90 min.)
31 October Wednesday	Russian feature: "Bogdan Khmel'nitski" MID 5019 (90 min.)
1 November Thursday	Serbo-Croatian film: "Trial of Stepinac" D7256 (26 min.); and "In the Name of the People" (on General Mihailovic) D7246 (44 min.) (Total: 70 min.)
5 November Monday	Ukrainian language area film: "The Ukraine" C6006 (54 min.)
6 November Tuesday	Italian film: "Prelude to Madness" D0058 (90 min.) Location: [REDACTED]
7 November Wednesday	Russian newsreels (4) (60 min.)

25X1A6a

S-E-C-R-E-T

S-E-C-R-E-T

8 November Thursday	English shorts: "Poland Today" E6027 (45 min.); "Reconstruction of Warsaw" H7324 (22 min.); and silent film: "Farms and Towns Along the Danube" B2455. (Total: 90 min.)	
9 November Friday	French mystery film: "Savoy Hotel 217" D6242 (90 min.)	
12 November Monday	Russian area films, English track: "The Urals" C6281 (18 min.) "Northern Bukovina" C6282 (11 min.); "Autumn in Georgia" C6540 (10 min.) "Southern Caucasus" C6544 (8 min.) (Total: 47 min.)	
13 November Tuesday	Polish newsreels and shorts: H6633, J6474, J6619, J6620, E6033, E6035. (Total: 60 min.)	
14 November Wednesday	Russian feature: "Stepan Razin" B1623 (90 min.)	
15 November Thursday	Serbo-Croatian newsreels: G0813 (10 min.); G0881 (6 min.) (2); G0889 (7 min.) (2); E7252 (6 min.) (3); G0824 (9 min.) (2); G7477 (9 min.) (Total: 60 min.) Location: [REDACTED]	25X1A6a
19 November Monday	Russian area films: "Soviet Black Sea Area" D6100 (37 min.) In Russian; "Minsk Today" (34 min.) H6619 (In English)	
20 November Tuesday	Italian film: "Revenge" D0058 (An Italian POW returns after war) (64 min.)	
21 November Wednesday	Russian newsreels (4) (60 min.)	
22 November Thursday	Chinese short subjects: B6028 (10 min.); B6029 (20 min.); B6030 (20 min.); Total: 50 min.) Location: [REDACTED]	25X1A6a
23 November Friday	Japanese feature with English titles: "I Was a Prisoner in Siberia" D6244 (90 min.) Location: [REDACTED]	25X1A6a
26 November Monday	Russian Area films in English: "Sunday in Leningrad" H6331 (18 min.); "The Volga" H6444 (21 min.); "South Coast of Crimea" E6290 (11 min.); "CBS Travelogue" G7312 (12 min.) (Total: 62 min.)	
27 November Tuesday	Norwegian-English film: "The Fight for Heavy Water" D6173 (90 min.) (British intelligence and Norwegian Underground act against Nazi installations); "King Haakon" D5008 (3 min.)	
28 November Wednesday	Iranian (Persian) shorts: "Teheran" D6386 (26 min.) "Tabriz" M7221 (11 min.); Newsreel H657 (12 min.) (Total: 49 min.)	
30 November Friday	German film: "Top Secret File" D6395 (80 min.) Location: [REDACTED] (Counter Intelligence in Hitler's Third Reich)	25X1A6a 25X1A6a

S-E-C-R-E-T

S-E-C-R-E-T

SPECIAL LECTURE SERIES REVISED
THE MAJOR LANGUAGES OF THE WORLD

10 OCTOBER TO
1 MAY 1957

All CIA personnel interested in improving their language proficiency and area knowledge are invited to attend the foreign language lectures scheduled below on Wednesdays at 1530 hours, in room 1016, R&S Building. Information regarding the series may be obtained by calling [REDACTED] extension 2381 or 3629. This series was described in the September issue of the Bulletin. 25X1A9a

REVISED SCHEDULE

10 October	Japanese	"The Communist Party and Leftist Movements in Japan" (Summary in English), [REDACTED], Foreign Branch, OCR	25X1A9a
17 October	Spanish	"The ABC's of Latin American Politics Today," David [REDACTED] OCI	25X1A9a
24 October	German	"The Development of East Germany's Economy," Leo [REDACTED] EE	25X1A9a
31 October	Russian	"Understanding and Dealing With Russian and Soviet Personnel" (Summary in English), [REDACTED] SR	25X1A9a
7 November	Italian	"Understanding and Dealing With the Italians" (Summary in English), [REDACTED] WE	25X1A9a
14 November	French	"Understanding and Dealing With the French and Belgians" (Summary in French and English), [REDACTED]	25X1A9a
21 November	German	"Twelve Years of Soviet Occupation in Austria," Ralph [REDACTED] EE	25X1A9a
5 December	Russian	"Combating Soviet Propaganda: Some Problems of Psychological Warfare," [REDACTED] SR	25X1A9a
12 December	Arabic and English	"Understanding and Dealing With the Arabs" (In English With Arabic summary), [REDACTED] NEA	25X1A9a
19 December	Chinese (Mandarin)	"Understanding and Dealing With the Chinese" (Summary in English), [REDACTED], FDD	25X1A9a

S-E-C-R-E-T

S-E-C-R-E-T

9 January		TO BE ANNOUNCED	
14 January	German	"Treatment of Major Political Issues by the West German Press," [REDACTED] OCI	25X1A9a
23 January	French	"Trends and Quality in Contemporary Art," [REDACTED] EE	25X1A9a 25X1A9a
30 January	Russian	"Experiences With Soviet Defectors" (Summary in English), [REDACTED] SR	25X1A9a
6 February	Italian	"Italy's Language Problem (La questione della lingua)," [REDACTED] OTR	25X1A9a
20 February	Russian	"What Price Cooperative Coexistence?" [REDACTED] SR	25X1A9a
27 February	Spanish	"Understanding and Dealing With the Latin Americans" (Summary in English), [REDACTED] WH	25X1A9a
6 March	Japanese	"Understanding and Dealing With the Japanese" (Summary in English), [REDACTED] FDD	25X1A9a
13 March	Cantonese	"Educational Developments in Communist China" (Summary in English), [REDACTED] FDD	25X1A9a
20 March	French	"Psychology of Communist and Marxist Movements in Western Europe," [REDACTED] OTR	25X1A9a
27 March	German	Subject to be announced, [REDACTED] ORR	25X1A9a
3 April	Italian	"The Crises of the Italian Communist Party," [REDACTED] SR	25X1A9a 25X1A9a
10 April	Russian	Subject to be announced, [REDACTED] ORR	25X1A9a
17 April	Spanish	"Orientation To Social Customs and Behavior Patterns in the Spanish-Speaking World," [REDACTED] OTR	25X1A9a
24 April	French	"Ethnosociological Factors in Achieving Effective Interrogation Rapport" (Summary in English), [REDACTED] OTR	25X1A9a 25X1A9a
1 May		TO BE ANNOUNCED	25X1A9a

For further information regarding the series, please call [REDACTED] extension 2381 or 3629.

S-E-C-R-E-T

~~CONFIDENTIAL~~

In the September issue of the OTR Bulletin the last two paragraphs of the course description of "Introduction to Communism" was omitted. Please clip these paragraphs and add them to course number C-1 in your OTR Catalog.

A briefer section is given to coverage of the development of the Communist Party China and the current status of Communist China in the International Communist Movement.

The course includes lectures, demonstrations, films, and a series of basic readings.

S-E-C-R-E-T

25X1A

Approved For Release 2001/03/30 : CIA-RDP78-03921A000200090001-6

Next 2 Page(s) In Document Exempt

Approved For Release 2001/03/30 : CIA-RDP78-03921A000200090001-6

~~SECRET~~

CONFIDENTIAL

OTR AND AGENCY TRAINING OFFICER DIRECTORIES

OFFICE OF TRAINING

		<u>Ext.</u>	<u>Room and Building</u>	
Director of Training	Matthew Baird	3521	11, [REDACTED]	25X1A9a
Deputy Director of Training	[REDACTED]	3521	11, [REDACTED]	25X1A6a
Plans and Policy Staff	[REDACTED]	3531	4, [REDACTED]	
Editor, <u>OTR Bulletin</u>	[REDACTED]	4157	1-B, [REDACTED]	
Support Staff	[REDACTED]	3732	8, [REDACTED]	
Acting Registrar	[REDACTED]	8272	1110, Alcott	
Processing Section	[REDACTED]	3731	1107, Alcott	
Assessment & Evaluation Staff	[REDACTED]	8307	1331A, R & S	
Junior Officer Training Program	[REDACTED]	3514	2413, Alcott	
Intelligence School	[REDACTED]	3832	2009, R & S	
School of International Communism & the USSR	[REDACTED]	2428	2204, Alcott	
Operations School	[REDACTED]	3102	201C, [REDACTED]	25X1A6a
Language and Area School	[REDACTED]	8015	2129, I	
Testing and Research	[REDACTED]	3318	2520, Qtrs. I	
Eastern Department	[REDACTED]	3275	2518, Qtrs. I	
Western Department	[REDACTED]	4437	2129, I	

DD/I TRAINING OFFICERS

25X1A9a

Special Asst. for DD/I	[REDACTED]	641	347, Admin
O/DDI	[REDACTED]	703	354, Admin
OCR	[REDACTED]	4443	350 26th St.
ORR	[REDACTED]	2413	1117, M

~~SECRET~~

CONFIDENTIAL

~~CONFIDENTIAL~~

Approved For Release 2001/03/30 : CIA-RDP78-03921A000200090001-6

~~SECRET~~

25X1A9a

ONE

OCI

OSI

OBI

OO

CONTACTS

SOVMAT

STATSPEC

FDD

552

105, Admin

749

2052, Q

2650

2052, Q

8326

1713, Barton

2521

126, [REDACTED]

25X1A6a

795

402, 1717 H

2265

523, 1717 H

2993

410, 1717 H

2926

414, 1717 H

586

2021, [REDACTED]

25X1A6a

3016

2029, [REDACTED]

DD/S TRAINING OFFICERS

25X1A9a

Special Asst. for DD/S

2228

222, East

Audit

2233

1113, I

Management

4183

555, 1717 H

Medical

3348

1303, J

Communications

2976

2308, I

Comptroller

4453

1309, Alcott

Finance

2295

2000, I

Logistics

4134

2406, Qtrs. I

Personnel

4353

249, Curie

Security

8151

2514, I

~~SECRET~~

~~CONFIDENTIAL~~

Approved For Release 2001/03/30 : CIA-RDP78-03921A000200090001-6

~~CONFIDENTIAL~~
Approved For Release 2001/03/30 : CIA-RDP78-03921A000200090001-6

~~CONFIDENTIAL~~
Approved For Release 2001/03/30 : CIA-RDP78-03921A000200090001-6